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FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

24 May 1956

MEMORANDUM FOR THE RECORD:

SUBJECT: OCR/IR Vital Material Deposits

25X1A9a

1. Mr. [REDACTED] called today to say that the decision had been made on the means of depositing town folders as vital materials. Their decisions are as follows:

- (a) Only selected towns will be deposited
- (b) Material for the selected town will consist of hard copy and microfilm in film sort cards placed in envelopes with tie flaps
- (c) We will have no maintenance problem except to interfile new folders as forwarded.
- (d) They expect to have 1 or 2 ^{drawers} ~~directories~~ ready to forward within 2 weeks
- (e) Approximately 8 legal size cabinets will be required
- (f) The material will be filed alphabetically under the name of the town within each country. We will need guides with the name of each country which they will furnish us.

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[REDACTED]

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25 May 1956

I called Mr. [REDACTED] re adding new material to this file. He stated this would rarely be necessary and, if it does occur in any volume, he will detail someone to do the interfiling.

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